



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Travel and Reimbursement	Policy Reference Chapter 11
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval September 26, 2006	City Council Approval October 3, 2006

11.1 **AUTHORIZATION.** The procedure for employees to receive authorization for travel differs for "in state" or "out of state" travel.

11.1.1 **In State.** Travel within the State of Wisconsin or to the Chicago or Minneapolis areas is authorized by department heads based on funds allocated by the Common Council through the budget process.

11.1.2 **Out of State.** All departments, with the exception of the Mayor's Office, which are able to project the cost and destination of a trip outside of the areas mentioned in 11.1.1 during the budget cycle preceding the year in which the trip will be taken, will submit the request with their budget and, if approved, need not seek further approval from the Personnel Committee or Common Council prior to the conference.

For trips in which the destination and/or cost are not available during the budget process, the department head may budget for the estimated costs and, if approved, must then seek approval of the Personnel Committee and Common Council prior to the trip. Where the traveler is not afforded the appropriate time to receive such approval, emergency authorization may be obtained from the Mayor, Personnel Committee Chairperson and the President of the Council.

11.2 **REIMBURSEMENT.** To obtain reimbursement for the reasonable and necessary expenses of approved travel, it will be necessary for the employee to complete the travel voucher and attach all required receipts. Requests for reimbursement and all refunds of unused cash advances must be completed no later than thirty days from the date that the employee returns to the City of Green Bay.

11.2.1 **Cash Advances.** Travel advances will be granted for specific purposes related to City business. Requests must be made to the Comptroller's Office in a manner prescribed by the Finance Director/Comptroller. Travel expenses of less than \$50.00 will not be advanced.

11.2.2 **Receipts.** Credit cards and vendor receipts are acceptable, supplemented by a cash register receipt when available. In the event that required receipts are not

available for certain purposes, it will be necessary for the employee to document the reason for not providing such receipt on the travel voucher.

11.3 REIMBURSABLE EXPENSES. The following items shall be considered appropriate items for reimbursement while on official City business:

- 11.3.1 Mileage. Reimbursement shall be at the standard rate per mile allowed by the Internal Revenue Service when operating a personal vehicle. Employees will also be reimbursed for necessary parking and tolls. When air fare is less expensive than driving the employee will be reimbursed the cost of air fare whether they drive or fly.
- 11.3.2 Travel in City Vehicles. Reimbursement for travel in City vehicles shall be as provided in Section 5, City Vehicle Use Policy.
- 11.3.3 Air Fares. Actual cost of an airline ticket will be reimbursed, but flight reservations shall be made as soon as possible in order to take advantage of discounts available. Where airfare is less expensive than driving the employee will be reimbursed the cost of air fare whether they drive or fly.
- 11.3.4 Rental Cars. Actual expenses will be reimbursed for any compact or intermediate rental car. Receipts will be required for reimbursement and rental cars will be allowed only when other modes of transportation are too costly, too inconvenient or unavailable.
- 11.3.5 Lodging. Actual expenses will be reimbursed with appropriate receipts; however, employees are required to take advantage of any discounts available for seminar participants rather than opting for a hotel other than the one at which the seminar or conference is being held. Furthermore, reimbursement shall be for single occupancy only.
- 11.3.6 Telephone. Charges incurred while in traveling status are reimbursed when necessary for official business. Employees whose traveling requires overnight stays will be allowed 1-call home on a daily basis. Such calls will be limited to 10-minutes.
- 11.3.7 Meals. A per diem amount totaling \$10 per day for day trips under 12-hours and \$25 per day for trips of 12-hours or more, or an overnight stay, will be allotted for meals and sundry items not herein specified. No reimbursement will be provided for the cost of alcoholic beverages.
- 11.3.8 Taxis and Public Transportation. Reimbursement is limited to the lowest fare available and practical. Employees are to exercise discretion in choosing a taxi over public transportation.
- 11.3.9 Travel with Spouse. When travel is in a non-City owned vehicle, it is acceptable to be accompanied by a spouse while on official City business. However, the spouse's expenses will not be reimbursed and, any costs incurred jointly will be reimbursed at the individual or single rate.
- 11.3.10 Personal Travel. At times, employees will extend their stay in a particular location in order to follow the business trip with a vacation - such behavior is not

discouraged as long as it has been authorized by the department head. However, any expenses incurred prior to, or beyond, the dates of the City business shall be borne entirely by the employee.

11.4 TERMINATING EMPLOYEES. No travel reimbursement shall be made to employees who have accepted employment elsewhere and the City may recover reimbursement made for travel-related reasons during the last three months of employment.

11.5 CITY VEHICLE USE POLICY:

11.5.1 Purpose. This policy applies to employees of the City of Green Bay and provides guidelines for determining the use of City vehicles and personal vehicles.

11.5.2 General Guidelines for use of City owned vehicles or personal vehicles.

- a. All City vehicles shall be marked clearly as a City of Green Bay vehicle, except those vehicles required to remain unmarked for purposes of carrying out official duties of their positions.
- b. City Employees are encouraged to use City vehicles whenever practical and available. They shall be reimbursed for the actual cost of gas, oil, and emergency repairs as indicated by appropriate receipts.
- c. City owned vehicles shall only be used while performing or conducting City business activities.
- d. Except in situations requiring the carrying out of official duties (e.g. Fire rescue transporting patients or Police transporting witnesses or suspects, etc.), travel in a City vehicle shall be limited to City employees, individuals representing the City, and/or other government officials. Other individuals may travel in a City vehicle, if it is directly related to the specific business being conducted at the time. This requires prior approval from the Department Head.
- e. Employees using a personal vehicle for City business are required to maintain a current automobile insurance policy. Employees will be required to provide a certificate of insurance.
- f. All drivers of a City-owned vehicle must have a valid Wisconsin Driver's License and a satisfactory driving record. The driver is responsible for any fines or penalties imposed for violation of traffic or parking laws or ordinances. All accidents shall be reported in accordance with the City Safety Program.
- g. The employee is obligated to immediately inform their supervisor or manager of any unfavorable change in driver's license or insurance status.
- h. Smoking and the use of smokeless tobacco products are not permitted in a City-owned vehicle.
- i. Employees operating a city-owned vehicle must obey all alcohol and drug use regulations set forth in state and local legislation, as well as all

alcohol and drug use rules outlined in the City of Green Bay Drug-Free Workplace Policy.

- j. Travel required outside the City limits or the department's service area requires authorization from the Department Head or their designee.
- k. City Employees using a City vehicle are required to keep the interior of the vehicle clean. Only city business related items/articles are allowed in the vehicle.
- l. An employee using a City vehicle must park the vehicle at a designated City parking area after normal business hours unless the vehicle has been approved for take home.
- m. Employees who are assigned a take home vehicle will be required to report the vehicle mileage to and from their home on a monthly basis and the appropriate payroll taxes will be withheld.

11.5.3 Monthly Automobile and Parking Allowance. Employees who receive a monthly automobile allowance will receive a flat rate of \$30 for 0 to 100-miles per month. Any mileage over 100-miles will be reimbursed at the current IRS rate. These employees will also receive reimbursement for monthly parking expenses at the rate charged by the Green Bay Parking Utility less state sales tax.

11.5.4 Criteria for Assigned Vehicles. The following criteria will be used to determine whether or not an employee is assigned a vehicle. The city retains the right to make vehicle assignments at its discretion.

- a. Annual mileage at or in excess of 6,000 miles. The Department is required to maintain mileage records.
- b. Positions requiring "On Call" status and/or the employee is required to leave home and respond to emergency situations.
- c. An employee must transport equipment or supplies which are not easily transferred or transported in a personal vehicle.
- d. An employee's duties that require a marked vehicle for purposes of identification as a City Official.

11.5.5 Criteria for Take Home Vehicles. Positions requiring "On Call" status and/or the employee are required to leave home and respond to emergency situations. If employees rotate on-call status, the employee is allowed to take the vehicle home only when on-call.

- a. Consideration will also be given in the following situations.
- b. An employee must transport equipment or supplies or animals which are not easily transferred or transported in a personal vehicle.
- c. Employee's duties that require a marked vehicle for purposes of identification as a City Official.

- d. Police School Liaison Officers and the Crime Prevention Officer will be allowed to take a City vehicle home, provided they reside within the corporate City limits. City vehicles will be kept at the Police Station during times of vacation.
- e. Other exceptions to the above outlined criteria for take home vehicles must be brought by the department head to the Personnel Committee for approval. If timing does not allow for Personnel Committee action, the department head may make the exception and report that exception to the Personnel Committee.
- f. If a Police or Fire Department employee is assigned a take home vehicle and that individual resides outside the corporate City limits, they will not be allowed to take the City vehicle home.
- g. If any other City employee is assigned a take home vehicle and that individual resides outside the corporate County limits, they will not be allowed to take the City vehicle home.
- h. In any event, all employees are still responsible to meet any response time requirements for their position and/or must adhere to more restrictive boundaries per labor contracts.

11.5.6 This policy applies to all City employees unless a labor agreement would supersede.